Print User List

To print a user list, complete the following steps:

1. Click the **Administration** tab.

2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.

3. Click **Print User List**. The *Print User List* page appears.

4. Under **Export as**,
   - Select **Word**, **Excel**, **RTF**, or **PDF**
   - Click **Download**

        Or

        Click **Print PDF Report**.

> **Application Tip**
> Additional button on the page that helps you perform other tasks:
> - Click **Previous** to return to the View User Profile List for that terminal.